

Srl No.	Description	Remarks/Comments
1	Particulars of Organization, Function and Duties.	Uploaded to ECoR site. Functions and duties are as per the instructions laid in Signal Engineering Manual (Part-I) & Telecom Engineering Manual & instructions/circulars issued from Railway Board from time to time. <a href="#">(Organisation setup)</a>
2	Powers and duties of officers and employees.	As per the instructions laid in Signal Engineering Manual (Part-I) & Telecom Engineering Manual & instructions/circulars issued from Railway Board from time to time.
3	Procedures followed in decision making process including channel of supervision and accountability	-Do-
4	Norms set by it for the discharge of its functions.	-Do-
5	Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.	-Do-
6	A statement of categories of documents that are held by it or under its control.	As per annexure-B
7	Particulars of any arrangement that exist for consultation with or representation by the members of public in relation to the formulation of its policy or implementation thereof.	Not applicable
8	Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	Not applicable
9	Directory of its officers and employees.	Uploaded to ECoR site ( <a href="#">Telephone nos</a> )
10	Monthly remuneration received by each of its officers and employees including system of compensation as provided in its regulations.	Uploaded to ECoR site ( <a href="#">Directory of employees</a> )

11	Budget allocated to each of its agency, indicating the particulars of all plan, proposed expenditures and reports on disbursements made.	Uploaded to ECoR site ( <a href="#">MCDO</a> )
12	Manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programme.	Not applicable
13	Particulars of recipients of concessions, permits or authorization granted by it.	Not applicable
14	Details in respect of the informations available to or held by it reduced in an electronic form.	Nil

## **Annexure-'B'**

### **List of documents that are held by S&T or under its control:**

- 1) Signaling Circular
- 2) Telecom Circular
- 3) Signal Engineering Manual -I
- 4) Signal Engineering Manual -II
- 5) RDSO specifications for Signal and Telecom materials
- 6) Telecom Engineering Manual
- 7) GR & SR
- 8) Block Working Manuals
- 9) RDSO approved vender list for Signal and Telecom materials